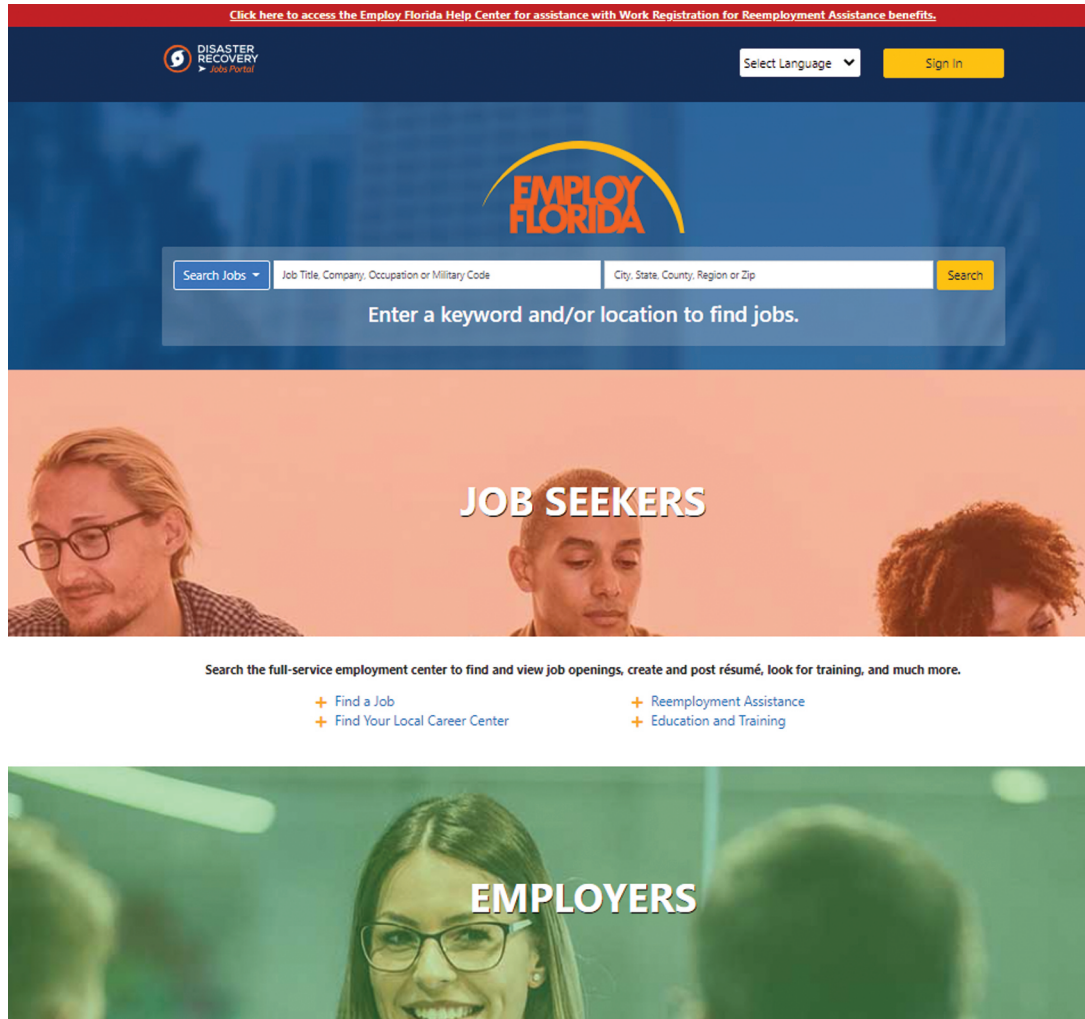


Employ Florida: A Tool for Individuals Seeking A Job In Florida



www.employflorida.com

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Employ Florida is an internet tool that helps people:

- Search for a Job
- Research Careers
- Research Education and Training programs
- Save Job Searches
- Receive Automatic Notifications for new job matches
- Create Professional Résumés and Letters
- Complete Skills Assessments
- Complete a Transferable Skills Analysis

Register on Employ Florida and:

- Search for jobs
- Create and save multiple Résumés
- Save Job Searches
- Create and save Skill Assessments
- Keep records of job applications
- Set notifications for new jobs
- Much more!



Follow These Steps To Register On Employ Florida

It's as easy as 1-2-3



Here's how
you
can too!



1 Easy as 1-2-3 Go to "www.employflorida.com"

- ☒ Click **"Sign In"**
- ☒ Click Option 3 – Create a User Account **"Individual Registration."**
- ☒ Set up a **"User Name"** and **"Password"** and fill out the rest of the login information.
- ☒ Set up your **"Background"**, this will let employers see you. Choose **"Quick Menu"**, **"My Portfolio"**, click on **"Personal Profile"** and then click on **"Background"** and complete **"Core Background"** and **"Additional Employer Searchable"** items.

2 Click "Résumé Builder" - quick menu on left

- ☒ Click on the **"Create New Résumé"** or **"Upload Résumé"** button to get started.
- If you choose **"Create New Résumé"**
- ☒ Type the **"Résumé Title"** of your choice.
- ☒ Click on **"Résumé Creation Method"** of your choice:

Comprehensive Quick: Builds your résumé using your background information, (skipping the step-by-step process).

Duplicate A Résumé In The System: Build a new résumé from one previously entered (quickest).

Comprehensive Wizard: Build your résumé using a step-by-step wizard that will guide you.

Or **"Upload Résumé"**

- ☒ Type the **"Résumé Title"** of your choice.
- ☒ Click on **"Résumé Creation Method"** of your choice:

Upload Quick: Upload your existing résumé directly to a résumé form, and skip the step-by-step process.

Upload Wizard: Upload your existing résumé and edit it using the step-by-step process.

3 Click "Job Search" - quick menu on left

- ☒ Choose **"Quick Menu Job Search"** type in **"Search Criteria."** Include **"Keyword"** (Job Title, Company, Occupation or Military Code) and **"Area"** (City, State, County, Region or Zip). **"Additional Search Options"** may also be selected. Job listings can be found on Employ Florida by searching standard, advanced, intelligent, by employer, education, skills, resume criteria, and by job number.

- ☒ To apply for a selected position, click **"Apply."** The **"Background Wizard"** link may appear for you to complete missing data. Some positions require that you have a job referral. Please contact one of our Career Centers for further assistance.

A Virtual Recruiter will automatically run job searches and deliver the results by email, text, etc. Create one from your list of job results and click Save This Search, you may include parameters such as how often it will run.

Do you need more information?

- ☒ Please, contact the nearest Career Center or our website at www.CareersourceBroward.com for further assistance.